

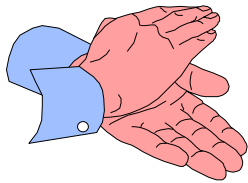
UPDATE

Editor: Pat Webster
505-667-9564

Number 20
October 29, 1997

LANL Property Manager's Message:

Great news! Your hard work has paid off again. UC has given the Laboratory's property function a **far exceeds** rating for the FY97 Performance Measures. Let me be the first to say, "Thank you so very much!"



I can't talk enough about our wonderful team. Property Administrators, Property Accounting, Business Team Leaders, Procurement, Computer Systems Support, Managers, Property Custodians, and Property Management--we achieved this together, and we will continue to achieve great results together. Please say thanks to your co-workers and take a minute to enjoy our success.

GREAT JOB!

Allen Wallace, Property Manager

Its a Gasser

On November 3, 1997, LANL's Compressed Natural Gas (CNG) station will open for self-service 24 hours a day, 7 days a week. The station, which is under new maintenance by Public Service Co. of New Mexico, is located east off Eniwetok Drive before the LANL gas plant and the Johnson Controls Northern New Mexico (JCNNM) Maintenance Shop.

Twelve LANL organizations currently have Alternative Fuel Vehicles (AFVs) that can use CNG. BUS-6 has provided the vehicle coordinators in those organizations with a 4-minute training videotape that employees **must view** before they can fuel vehicles at the CNG station. The training video contains important information on fueling AFVs.

After viewing the training video, employees sign a training roster to confirm they have been trained; their worker identification numbers (WINs) will then be loaded in the badge reader at the CNG station. When they run their badges through the reader at the station, they will be ready to operate! Fueling a natural gas vehicle is really easy as pie. Watching the simple 4-minute video will help everyone feel confident and comfortable about it (especially for the first time). Anyone a little apprehensive about the fueling process can call JCNNM at 7-4194, before November 3, for a hands-on session at the pump.

The Definitive Property Definitions

LANL's property program is marching in step with the DOE and Lawrence Livermore and Lawrence Berkeley National Laboratories to use the same property category definitions. To achieve consistency and clarity, the DOE established two property categories: property equipment and sensitive property (DOE HR-55 memo dated 8/29/97). Items in these categories are identified by unique property numbers on their barcode labels (tags). The definitions and their criteria are:

Sensitive items

- ◆ are easily converted to personal use or sold for cash
- ◆ are more susceptible to theft than other LANL property
- ◆ have no minimum acquisition cost threshold
- ◆ have the potential for maintaining their integrity (not expendable due to use)

Equipment items

- ◆ do not meet the definition for sensitive items
- ◆ have initial acquisition or fabrication costs of \$5000 or more
- ◆ have the potential for maintaining their integrity (not expendable due to use)

Property Management consults with the Facilities, Safeguards and Security Special Projects Office, Property Accounting, Property Administrators, Procurement and Materials Management to determine which items should become or continue to be listed as sensitive. The sensitive item list is updated at least once each fiscal year---the draft revised list is being reviewed now, but it will not be final until DOE approves it. Property Management will be cooperating with Property Accounting and Lab computer programmers to change the property database (PAIRS) to also be in step with the two new property categories.

Happy Autumn !



Property Safety--Stop, Look & Listen



GOVERNMENT VEHICLES

Operator Requirements

To operate a government vehicle, a driver **MUST BE 18 YEARS OF AGE** and have a valid driver's license? Organizational line managers are responsible for ensuring that LANL employees and contract workers less than 18 years old do **not** drive government vehicles.

Accident Reporting

If an accident occurs involving a government vehicle, the vehicle's operator must immediately notify each of the following in the order stated below:

1. Local law enforcement (police, sheriff, highway patrol) if a private vehicle or private property is involved and the accident occurs off government property
2. a. for GSA vehicles:
the GSA Fleet Management Center(GSAFMC) at 505-665- 0082
- b. for DOE vehicles:
the BUS-6 Fleet Management Team (FMT) at 505-667-1282
3. LANL's Risk Management at 505-665-4142, if a private vehicle or property is involved

The vehicle operator (or Vehicle Coordinator if the operator is injured) must record information about the accident on GSA standard form (SF-91) Motor Vehicle Accident Report, which is found in every government vehicle. For GSA vehicles, the SF-91 is sent to the GSAFMC. For DOE vehicles, the SF-91 is sent to the FMT (MS C308). Completed forms are due within 5 working days of the accident. The FMT will gladly assist you.



PRODUCT RECALL (CPSC Release # 97-183)

"In cooperation with the U.S. Consumer Product Safety Commission (CPSC), Digital Equipment Corp. of Maynard, Mass., is voluntarily recalling AC adapters used with its HiNote VP 500 series notebook computer....The AC adapters' connector contact pins can break off from the adapter and remain in the power cord, posing a shock hazard. The connector pins connect the AC adapter to the AC power cord. CPSC and Digital Equipment Corp. are not aware of any injuries involving these AC adapters...(which) are 4 inches long by 2.25 inches wide, and have a 4 foot power cord attached. They can be identified by part numbers 30-47941-01 Rev. A01 or 30-47941 Rev. B01 which appears on the bar code label. Commercial dealers nationwide sold the AC adapters...from September 1996 through August 1997. These adapters also were sold separately by

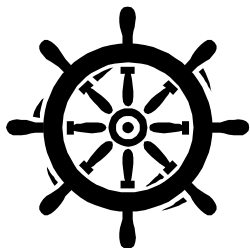
Digital or its commercial dealers. ***The Digital HiNote VP 500 series notebook computer is not included in this recall.*** Consumers should stop using these AC adapters immediately and contact the company...(for) free replacement adapter, as well as instructions for safe use of the computer.

To contact Digital, call (800) 550-4741 between 8:30 a.m. and 8 p.m. EDT Monday through Friday, or on the Internet at www.windows.digital.com/news/archives/c19701.asp."

Anyone who receives a recall notice or hears of a safety recall notice for equipment that may be at LANL, should forward the information to bus-6@lanl.gov. so PAIRS can be queried for the item. The query for the adapters described above identified 6 DEC computers at LANL that possibly could have them. BUS-6 contacted the owners and informed them of the recall notice so they could check their equipment for the adapters.

The 6 owners were identified by information found in the Alternate Description and PA Comment fields on PAIRS. Thanks to **Lorraine Silva, Talia Ward, Frank Galvez, and Bruce Baca** for taking the time to fill in those fields with what was extremely important data. And, thanks to **Linda Trujillo** for her question about the recall.

This recall emphasizes the importance of cooperation among vendors, property accounting, PAs and custodians to ensure the accuracy and completeness of PAIRS data--someone's personal safety may depend on it!



WELCOME ABOARD!

BUS-6 is pleased to welcome the following new members of the group, who joined it during the summer:

New Property Specialist, **John Eklund**, who came to BUS from EES Division. John can be corresponded with by email (jeklund@lanl.gov) or by Lab mail at BUS-6 MS C308 or by phone at 505-667-1885 (FAX 505-665-5356). He's also a regular on the BUS-6 help line (PROPLINE 505-665-3230) sharing his knowledge and expertise with customers who call with government property questions. (Thanks, John, also, for much of the information in the recall article above.)

New members of the Property Operations Team: **Tommi Gurule, Nicole Mattson, and Kelly Naranjo**. Please see page 5 for more information about the PROP OPS Team and what they can do for you!

Customs Team Creating List Server For Exporters

In response to customer requests, the BUS-6 Customs Team is cooperating with BUS-7 to create a mailing list for disseminating pertinent information to Lab organizations exporting to foreign countries. For example, customers on the mailing list would receive what they need

to know about a recent interpretation of the Export Administration Regulations that prohibits shipping anything to certain facilities outside the U.S. involved in:

nuclear explosive activities, unsafeguarded nuclear activities,
or safeguarded and unsafeguarded nuclear fuel cycle activities
***unless the Laboratory has first obtained an export license
from the Department of Commerce (DOC).***



This prohibition includes situations where LANL workers hand carry LANL laptop computers into the facilities engaging in the listed activities. Many LANL exports to Russia are caught under this regulation--shipments have been delayed from 2 to 3 months. The BUS-6 Customs team is working with DOE and DOC to find a more expedient way to export to those facilities.

All Property Administrators will be included on the new customs information mailing list. If you or your customers would like to subscribe to the list, please send e-mail to Sarah Maynard at Her email address (maynard_sarah@lanl.gov).

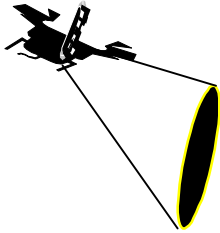
Request from the LANL Purchase Card CQI Team

At the September 8, 1997, Property Support Team meeting, Patty Blount of Property Management presented a new procedure for establishing records in PAIRS for equipment and sensitive property acquired with LANL purchase cards. The new procedure was designed by the Purchase Card Continuous Quality Improvement (CQI) Team to facilitate establishing such property records; it incorporates an electronic memo option with a template for furnishing needed information to Property Accounting. Additional information and a flow chart of the process is available from PROPLINE at 5-3230.

Word from the Property Administrators is that the procedure is working and convenient for PAs and BUS-1, Property Accounting. The CQI Team has requested that BTLs and PAs please emphasize that card holders make sure the item cost they provide to the PA is the exact dollar amount expended for the purchase. Educated guesses, such as "about \$1800" are not acceptable. If the item cost \$1723.75, then the card holder must report that exact amount to the PA, who then reports it to Property Accounting. The Laboratory must report correct asset costs--not approximate costs. Thanks for supporting this request and, please, pass it along to your customers!

The Spotlight Is On...the Property Operations (PROP OPS*) Team

**please note: the brand new team name*



Tommi Gurule

Excess Property
Acquisition &
Property
Transfers

Nicole Mattson

RLDDs, Loans,
Borrowed Property
& Joint Use
Transactions

Kelly Naranjo

Government
Furnished Property
on LANL Sub-
contracts & CIT-PO
Agreements

Office Location: 1st
Floor, 200 DP Road

Ph: 505-667-5217

Fax: 667-3195

Ph: 505-667-9593 **Ph:** 505-667-9563

What the team can do for you:

- ◆ Prepare Reports of Lost, Damaged, or Destroyed (RLDDs) for government property
- ◆ Locate and acquire excess government property from other DOE facilities or other government agencies
- ◆ Advise customers on regulations and assist with documents for property loans to other external government agencies or nonprofit entities
- ◆ Maintain PAIRS records for loans (subaccount 10) and provide reports
- ◆ Maintain paper records and independent database for property borrowed by Lab organizations-- provide reports
- ◆ Obtain loan approvals from DOE
- ◆ Track and advise disposition of property furnished to subcontractors for work performed on Lab subcontracts
- ◆ Track and advise disposition of property furnished to industry, universities and government under agreements from LANL's Civilian & Industrial Technologies Program Office (CIT-PO), such as agreements for technical transfer, cooperative research and development, technical assistance, and limited-term use of equipment by regional small businesses
- ◆ Review and approve subcontractor property management systems
- ◆ Maintain GFP independent database and provide reports for subaccount 5 (GFP)
- ◆ Advise/assist with documents for joint-use offsite transactions to support Lab programs
- ◆ Maintain Joint Use tracking spreadsheet & provide reports for subaccount 210 (Joint Use)
- ◆ Perform inventories for items in PAIRS subaccounts 5, 10, and 210
- ◆ Respond to audits and reviews for loaned and borrowed property, GFP, Joint Use, and excess property acquisitions and transfers

FY97 Inventory Results

The Laboratory performed its required 1997 government property inventory by a statistical sampling method approved by DOE. The impact of this approval was that only 3699 equipment items were inventoried instead of the 71,000 items accountable on the property database (PAIRS). The inventory universe was drawn from all active property numbered records in PAIRS and divided into two populations: one for attractive (sensitive) items and the other for controlled (equipment) items.

The Laboratory established its FY97 attractive inventory baseline on May 1 and completed the inventory and reconciliation on August 22. According to inventory project leader, LeRoy Padilla, using the sampling method responded to LANL customer wishes for minimizing inventory impact on their time and work--it also resulted in very good cost avoidance.

AND THE ENVELOPE, PLEASE...

The results are:

Attractive Inventory

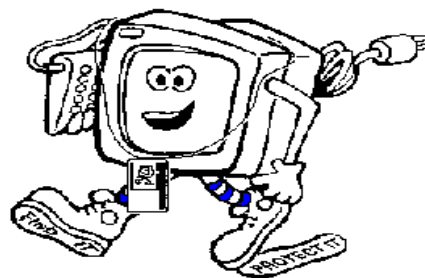
Of 2,664 items with a baseline acquisition value of \$9,132,317, the Laboratory accounted for 2,655 items valued at \$9,120,431 or **99.87% accounted for**.

Controlled Inventory

Of 1,035 items with a baseline acquisition value of \$30,568,399, the Laboratory accounted for 1,031 controlled items valued at \$30,537,696 or **99.90% accounted for**.

All those who contributed to these wonderful results should be very proud. Property Management and the Laboratory appreciate the efforts of Property Accounting, Property Administrators, Business Team Leaders, custodians and their managers.

Keep those
Accountability
Statements coming !



National Property Management Association (NPMA) Professionalism

CONGRATULATIONS, LOEC! The Land of Enchantment Chapter (LOEC) of NPMA was awarded the highest chapter honor for 1997 at the National Educational Seminar in Reno, Nevada. Each Year only one chapter of the 2,000 member NPMA organization is given this recognition and award. LOEC is the New Mexico Chapter of NPMA. LOEC was selected as Central Region Chapter of the Year and National Chapter of the Year.

Members of LOEC are from Los Alamos and Sandia National Labs, the Department of Energy, and other government agencies, universities, and private industries in New Mexico. Among the outstanding achievements of Chapter members was a training and certification program enthusiastically pursued at Los Alamos and Sandia Labs to promote and support professionalism in property asset management.



Land of

Enchantment Chapter

LOEC Invites You to come to any LOEC meeting and see what NPMA has to offer to enhance your professionalism. LOEC welcomes you and the talents you could bring to this friendly, hard-working organization. The meetings feature interesting speakers and an opportunity to network with others in your profession. The next meeting is:

***Wednesday, November 19, 1997
12:00 Noon to 1:00
TA 3, Building 261 (Otowi), Room E228***

Bring your lunch and join in the fun!

You may contact LOEC President Clyde Hayes @ 505-665-8063 for information or a membership packet for NPMA.